

**Tasking Memorandum No. 00-258**

**Memorandum For:** DCMD DAOs, CMO CFOs

**Subject:** Request for comments on change to One Book Chapter 8.2, Military Aircraft Operations; Individual Mobility Augmentee (IMA) Reporting (TASKING)

**Date:** June 28 2000

**Target Audience:** All personnel involved in Aircraft Operations and responsible for IMAs.

**Requirements:**

- The DCMA IMA GFR program has been in existence for a little over a year and appears to be the excellent match of IMA capabilities and non-resident GFR requirements that we had hoped it would be.
- Missing from our program, however, is an effective means of easily monitoring the activities and effectiveness of the IMA GFR program. To correct this deficiency we are proposing an addition to chapter 8.2 that delineates when and how to report IMA activity.
- This change is centered around two products that have been developed for tracking and measuring the effectiveness of the IMA GFR program.
  - A Monthly Activity Report, (Excel format), which requires entries for the day(s) worked, with IMA (e-mail) input to the DCMD DAO by the 10th of the following month. A District roll-up would then be submitted along with the monthly metrics/data submission to DCMA AO.
  - A Quarterly Report from each IMA to the DCMD DAO listing key activities and observation. This report (kept on file at the District with copy forwarded to DCMA AO by the 10th of the following month) would serve as a means of discerning the effectiveness of the program as well as serving as a valuable tool for writing IMA OPRs.
- Each DCMD DAO should utilize an IMA assigned to the District Staff (if available) to collect this data for submission to the DCMD DAO and subsequent submission to DCMA AO.
- DCMD DAO will begin collecting this information, on an interim basis, beginning 1 July 2000. The first formal submission would be NLT 15 August (capturing July's activity).
- The establishment of DCMA as an Agency may include eventual changes to the IMA program Agency-wide. It is imperative, therefore, that we establish this mechanism for measuring IMA GFR effectiveness in order to maintain the autonomy for the IMA GFRs that is a key ingredient in the success of our program.
- Please review this new new procedure and linked One Book change and reply with suggestions/comments to the listed POCs NLT 1 Aug 2000.

**Points of Contact:**

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